ADNAN ALI

Experienced Accountant

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Mobile: +92 312 2666997
Karachi, Pakistan

EDUCATION

Particulars	Educational Institute	Year
Bachelor of Commerce	University of Karachi	2004
Higher Secondary Certificate	Islamia Government College	2000
Secondary School Certificate	Little Folks Grammar School	1998

WORK EXPERIENCE

Senior Accountant – Intertrade Distributor (Private) Limited – *November 2005 to Present*

Assistant Accountant and Auditor – Income and Sales Tax – Gul Ahmed & Co. – *June 2000 to November 2005*

With 20 years of dedicated accounting experience, I have developed a comprehensive understanding of financial management, reporting, analysis, and tax compliance. Throughout my tenure, I have successfully managed the full scope of accounting operations, including overseeing the general ledger, preparing financial statements, ensuring compliance with tax regulations, managing corporate tax filings, identifying tax-saving opportunities, developing budgets, and coordinating audits. This extensive experience has allowed me to build a strong foundation in both financial processes and tax strategies, contributing significantly to the organization's financial success.

Key Responsibilities:.

- Audit of books of account.
- Conducting audits of books of accounts to ensure accuracy and compliance with regulatory standards.
- Preparing and maintaining bookkeeping records, including Cash Book, Ledger, and Trial Balance.
- Managing Bank Book and performing Bank Reconciliation, addressing all queries related to bank transactions.
- Recommending financial actions by analyzing various accounting options and solutions.
- Preparing necessary documentation for responding to income tax notices and ensuring compliance.
- Preparing and filing income tax returns, ensuring accurate and timely submission.
- Handling the preparation and filing of Sales Tax Returns and maintaining the required supporting records.
- Documenting financial transactions by accurately entering account information into the system.
- Preparing and filing monthly and annual withholding tax deduction statements.
- Managing export documentation and handling remittances related to export activities.
- Reconciling financial discrepancies by collecting and analyzing relevant account information.
- Securing financial information by ensuring regular database backups are completed.
- Preparing statements of landing costs for proper financial tracking and reporting.
- Maintaining confidentiality of financial information, ensuring trust and security in operations.
- Verifying documentation for payments and requesting disbursement to facilitate smooth financial transactions.
- Guiding and supervising accounting clerical staff, coordinating their activities, and resolving queries.
- Contributing to the team's success by accomplishing related tasks and achieving organizational goals as needed.

KEY SKILLS AND SYSTEM PROFICIENCIES

●●●●●● Team Building, Team Management, Coaching and Mentoring, Strong Planning and Organizational Skills, Problem Solving, Decision Making, Financial Accounting & Reporting, Taxation and Critical Analysis

●●●●○ Financial Analysis, Technical Consultations, Cost Accounting, Business Valuations, Communication and Process Development. Proficient user of Microsoft Office, Microsoft Outlook, and Gmail, Visual Basic

●●●○○ User level knowledge of using ERP Software such as Oracle and Peach tree.

PRESENTATION AND COMMUNICATION SKILLS

- Skilled in conveying complex information clearly and concisely to diverse audiences, both verbally and in writing.
- Proficient in preparing and delivering impactful presentations, utilizing tools like PowerPoint to effectively communicate key data and insights.
- Strong ability to listen attentively, ask the right questions, and respond effectively in discussions, ensuring clear communication and understanding among all parties involved.
- Demonstrated experience in drafting detailed and clear financial reports, audit summaries, and tax-related documents, ensuring accuracy and ease of understanding for stakeholders.
- Capable of influencing decision-making through well-structured arguments and data-driven presentations, while maintaining positive relationships with clients and colleagues.

EXTRA CURRICULAR ACTIVITIES

- Playing Cricket
- Book reading

OTHER INFORMATION

- **References:** Will be provided on request
- **Languages:** English and Urdu
- **Geographical preference:** Willing to relocate and can travel for official assignments